

Town of



Amherst Massachusetts

PERSONNEL BOARD

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**Meeting Minutes
Town of Amherst Personnel Board Special Meeting October 3, 2017
Town Room, Town Hall**

Present: Tony Butterfield, Catharine Porter, Rebecca Woodland, Charles Scherpa.
Others: Town Manager Paul Bockelman, Select Board Liaison Connie Kruger, Deborah Radway, Joanne Misiaszek, PPM review team members, Linda Wentworth, Theresa Fleurent, Brianna Sunryd, Jen LaFountain
Absent: Chris Hoffmann

Old Business:

- Agenda Review/Additions –None.

New Business:

- Continued review of the staff review team’s proposed changes to the Personnel Procedures Manual:
 - Medical Insurance- add when deductions come out of payroll
 - Vacation Accruals- accrues by hours paid and is accrued hourly
 - Sick leave- change wording of “suspicion” to “usage”
 - Bereavement leave- reject proposed change to 5 days automatic, but include 4 days/1 day or with additional time by special approval of the Town Manager
 - Longevity- relocate to Benefits Section
 - Columbus Day changed to Indigenous Peoples Day
 - Flexible Benefits- sick leave exchange to “payment” not “cash”
 - Grievance processes-review time frames 30 or 45 working or calendar days-be consistent
 - Discipline- add recreational marijuana after alcohol; add working unsafely.
- Discussion of roll out—very important for all non-union staff to know what the changes mean- they are the most important users of the document examples-
 - Why did Probationary Period get removed?
 - Why it is important for performance reviews to occur throughout an employee’s tenure with the town (initial, throughout year, annual).
 - Why is it important for Supervisors and Employees to receive assistance in completing performance reviews and engaging in productive two way discussions?
- Board asked review team to make changes based on comments made during the meeting and then to forward to legal counsel for review. Once legal counsel has reviewed, Board will

meet a final time to consider any legal recommendations and then issue final draft for staff comment. Process to be finalized at next meeting.

- Next Regular Meetings Scheduled: November 15, December 20

There being no other business, the meeting was adjourned at 10:00 am.

Deborah Radway

Notetaker